DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE VIRGINIA -23651-1047

REPLY TO
ATTENTION OF

ATTG-X (350)   24 September 2004

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Interim Change to TRADOC Regulation 350-18, The Army
School System (TASS) Reserve Component (RC) Regional Design,
Accreditation Schedule, and Electronic Pre Execution Checklist
(PEC).

1. Reference TRADOC Regulation (TR) 350-18, The Army School
System (TASS) dated March 2000.

2. The following changes to TR 350-18 are effective 1 Oct 04.

    a. Remove tables 3-1 through 3-4 and replace with enclosure 1.

    b. Pen and ink the following changes:

        1) Para 6-2c(1)(a), 4th line, page 103,-change 84th to 100th
and E to D before Fort McCoy, WI.

        2) Para 6-2c(1)(b), 3rd line, page 103-change 100th to 108th
and D to C before Camp Shelby, MS.

        3) Para 6-2c(3)(a), 3rd line, page 104-change E to D and
84th to 100th before and after Fort McCoy, WI.

        4) Para 6-2c(3)(d), 4th line, page 104-change D to C and
100th to 108th before and after Camp Shelby, MS.

    c. Remove TASS regional map in appendix F and replace with
enclosure 2.

    d. Remove Unit Pre-Execution Checklist in Appendix H and
replace with TRADOC Form 350-18-2-R-E dated 1 October 2004
(enclosure 3).

ATTG-X
SUBJECT: Additional Instructions for completion of TRADOC
Regulation 350-18 Pre Execution Checklist (PEC)

3. Expiration: Undetermined.

4. Point of contact is SGM DiIullo, TASSD, (757) 788-5974 or
diiulloka@monroe.army.mil.

Encl

ROBERT E. SEGER
Senior Executive Service
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DISTRIBUTION:
USARC G7
NGB Individual Training Division
TASS Commanders/Commandants
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ASSISTANT COMMANDANT, US ARMY AVIATION LOGISTICS SCHOOL

CF:
DEPUTY CHIEF OF STAFF G 3
DEPUTY CHIEF OF STAFF G 1

2

Table 3-1
Year 1 (2003, 2006, 2009, 2012, etc)

REGION	CA	CS	CSS	HS	PROF DEV
A	ALL BNs	ALL BNs	N/A	N/A	N/A
B	N/A	N/A	ALL BNs	ALL BNs	N/A
C	N/A	N/A	N/A	N/A	ALL BNs
D	ALL BNs	ALL BNs	ALL BNs	ALL BNs	N/A
F	N/A	N/A	N/A	N/A	ALL BNs
G	N/A	MI*	ALL BNs	ALL BNs	N/A
USAREUR	N/A	N/A	N/A	N/A	Accredit

* NOTE: MI will accredit Region G during this cycle

Table 3-2
Year 2 (2004, 2007, 2010, 2013, etc)

REGION	CA	CS	CSS	HS	PROF DEV
A	N/A	N/A	N/A	N/A	ALL BNs
B	ALL BNs	ALL BNs	N/A	N/A	N/A
C	N/A	N/A	ALL BNs	ALL BNs	N/A
D	ALL BNs	ALL BNs	N/A	N/A	ALL BNs
F	N/A	N/A	ALL BNs	ALL BNs	N/A
G	N/A	N/A	N/A	N/A	ALL BNs
USARPAC					Accredit

* NOTE: High Technical/Regional Training Site-Maintenance (HT/RTS-M), Tobyhanna will be accredited as part of CS schedule during this cycle.

Table 3-3
Year 3 (2005, 2008, 2011, 2014, etc)

REGION	CA	CS	CSS	HS	PROF DEV
A	N/A	N/A	ALL BNs	ALL BNs	N/A
B	N/A	N/A	N/A	N/A	ALL BNs
C	ALL BNs	ALL BNs	N/A	N/A	N/A
D	N/A	N/A	Assess KY & TN	Assess KY & TN	Accredit except KY &TN
F	ALL BNs	ALL BNs	N/A	N/A	N/A
G	ALL BNs	ALL BNs(except MI)	N/A	N/A	N/A
Caribbean	N/A	N/A	N/A	N/A	Accredit

Table 3-4
Leadership

REGION	04	05	06	07	08	09	10
A			Accredit			Accredit	
B		Accredit			Accredit		
C		Accredit			Accredit		
D	Accredit	Accredit (KY & TN only)		Accredit			Accredit
F	Accredit			Accredit			
G			Accredit			Accredit	
USARPAC	Accredit			Accredit			Accredit
USAREUR			Accredit			Accredit	
Caribbean		Accredit			Accredit		

* NOTE: AC school accreditation schedules to be published by CAC in the Institutional Leader Development Action Plan and by DCG-IET/Accessions Command in the IMT Accreditation Action Plan.

i. The following rules apply to RC TASS Bns during evaluation of the Conduct of Training for accreditation:

(1) When instruction at all the IDT locations of a training institution cannot be evaluated due to personnel and/or fiscal constraints, the proponent will evaluate a statistically significant sample (which will be not less than 1/3 of the school battalion's IDT sites).

(2) At least eighty percent of evaluated training sites must receive full accreditation for training BN to receive full accreditation.

(3) All courses in session at a training site will be observed/evaluated.

(4) At least one course must be observed/evaluated to accredit an institution.

(5) At least one Annual Training will be evaluated during the year of accreditation.

(6) For multi-functional Training Brigades, the training Brigade may receive a rating of "fully accredited" even though a course does not receive a rating comparable to "fully accredited" based on the status of it's remaining courses.

j. Accreditation standards are as follows:

(1) The team chief recommends accreditation ratings based on---

(a) Input from the school battalion (ISE).

Appendix F
Map of Geographic Regions
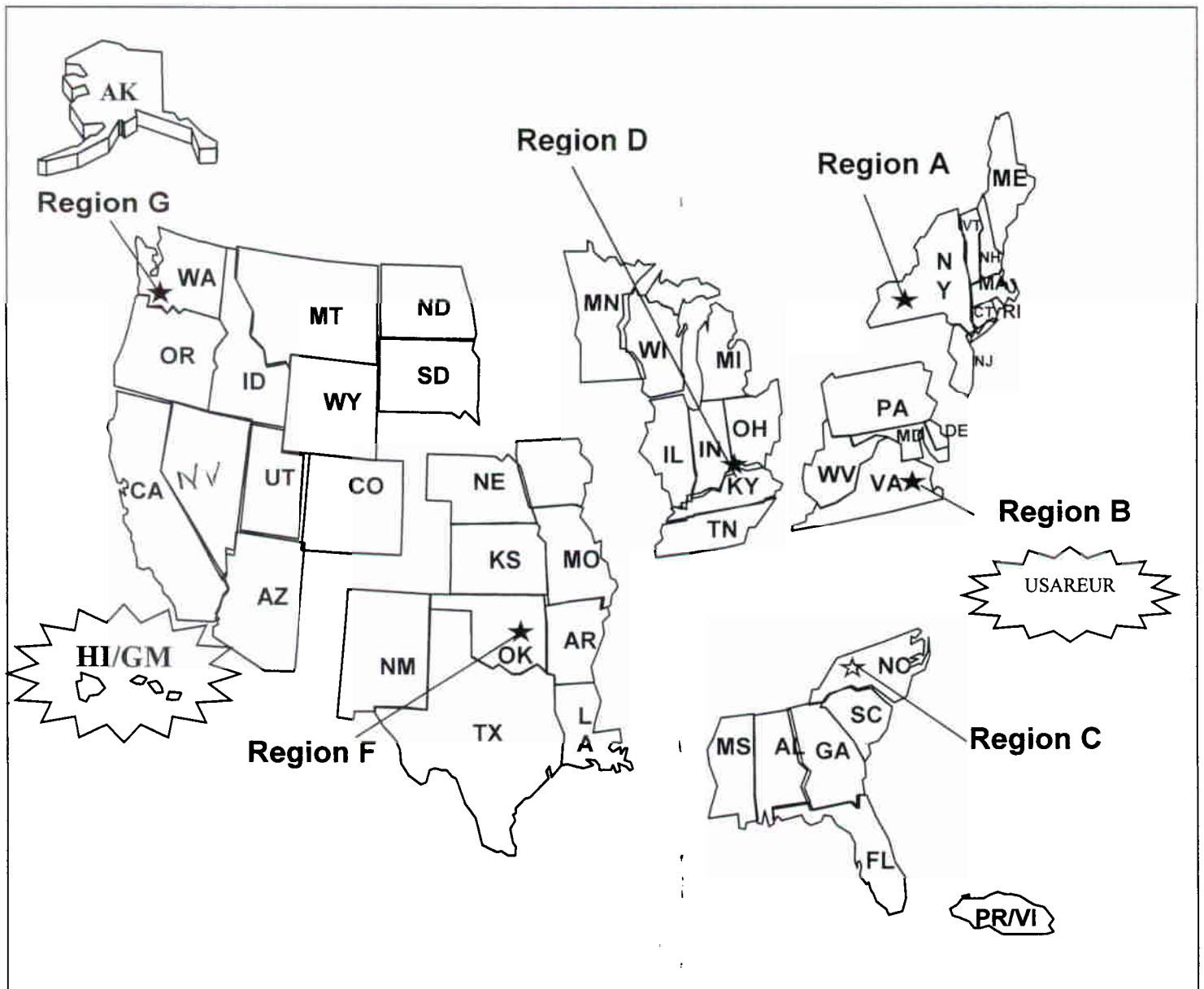
THE ARMY SCHOOL SYSTEM (TASS)
UNIT PRE-EXECUTION CHECKLIST
(FOR USE OF THIS FORM SEE TRADOC REG. 350-18; PROPONENT IS DCSOPS&T, TASSD)

1. NAME:	2. SSN
Type or Print	

3. UNIT:	4. DOR :
5. COURSE TITLE	6. REPORT DATE:

1st line leader initials	Soldier's initials	**PART-I Unit Pre-execution (D-90 to D-1)**
		Coordination between customer unit and TASS unit to identify the Soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (if applicable)
		All required clothing/equipment IAW school/course info packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. (as required)
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		Individual has current periodic physical (within 5 years)
		Individual meets remaining TIS requirements
		School Mailing address/Telephone numbers received? (for family)
		Ten (10) copies of orders
		Transportation verified/approved (ticket picked up)
		Current/valid identification card
		ID tags (1 pair)
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts.
		_____ Notify soldier of requirement to take APFT and be weighed, as required.

Unit POC List:
  CDR   B: (   )   H: (   )_____
  1SG: B: (   )   H: (   )_____
  FTM: B: (   )   H: (   )_____
  Unit POC FAX: (   )_____
  Unit POC Email_____

TRADOC FORM 350-18-2-R-E, OCT 2004 Previous editions are obsolete

PART II- ROUTINE PREREQUISITES

TASK	REGULATION DATA					SOLDIER DATA				
MINIMUM APTITUDE SCORE (ASVAB)	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM
(IF APPLICABLE)	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT
Color vision requirements (if applicable)										
Physical demand rating/profile (PULHES) *See Part III for P/T profiles	P	U	L	H	E	S	P	U	L	H	E	S

Prerequisite phase/course attendance (if applicable)	_____ School code _____ Date of completion _____ Course completed _____ Phase completed
Military and civilian vehicle operator license(s) (if applicable,)	

PART III   REQUIRED DOCUMENTS

Security clearance (If applicable, attach as required)	

*Permanent profile attendees (if applicable): AC & AGR must have copy of MRB (P3, P4) results with completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT). TPU/Traditional Guardsman must have copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT)

All required waivers (if applicable)	
Other requirements (if applicable)	

OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED

Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	

I have been counseled and have read all requirements applicable to the course I'm selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.

Student's Signature	**Date**

I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

Commanding Officer(typed name)	**Date**
Signature	

Section II
Completion Instructions for TRADOC Form 350-18-2-R-E

C-1. TRADOC Form 350-18-2-R-E, TASS unit Pre-execution Checklist (PEC), is a pre-enrollment requirement for all TASS courses/institutions except OCS, CCC, CGSOC, and the resident sergeant major (SGM) course. The PEC will be used to verify routine prerequisites such as line scores, physical capacity or stamina, upper extremities, lower extremities, hearing, ears, psychiatric (PULHES), and prerequisite training. The unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the PEC will suffice as certification that the soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4, and the ATRRS prerequisite screen.

C-2. The soldier's unit commander will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites (Parts II and III). Soldiers reporting for training must have in their possession a completed and properly signed TRADOC Form 350-18-2-R-E, PEC. The purpose of the PEC is to assist the unit in preparing soldiers for school attendance (Part I), while providing one single document, with appropriate attachments, for the training institutions (Parts II and III). This checklist will be completed by appropriate unit personnel and verified and signed by the unit commander or the commander's designated signature authority (must be in writing and accompany the PEC). Soldiers reporting for training without a completed Pre-execution checklist, signed by the soldier and unit commander, will be given 72 hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second multiple unit training assembly (MUTA)-4. After this time, soldiers will be returned to their units. Students requiring medical waivers will arrive with the approved waiver in-hand. Medical waivers for training will be processed through the unit chain-of-command and by the proponent for final approval, prior to the student's arrival for training. Commander, HRC-S will ensure IMA/IRR students are eligible to attend the identified course.

C-3. Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA Pam 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

C-4. Instructions for completing TRADOC Form 350-18-2-R-E.

Items 1 through 6, self explanatory

Part I, Unit Pre-execution
First line leader and soldier initial blocks: first line leader and soldier attending training must initial each line item no earlier than 90 days from course report date.

Unit POC List: Unit must complete all information.

Part II, Routine Prerequisites

Minimum Aptitude Score (ASVAB): Enter only those lines scores required for DMOSQ (reclassification) courses IAW DA Pam 611-21 (or current published requirements) in each column (regulatory data and soldier data).
- As stated in DA Pam 611-21, line scores are for initial MOS training (IET/OSUT) and are a guide for soldiers reclassifying. The RC unit commander may base his decision for a soldier attending reclassification training on performance or experience. Commanders must request justification for training to the proponent school and receive concurrence before the soldier attends the course. The request and concurrence may be submitted either electronically, or in writing. Training institutions

will not routinely coordinate for line score waivers but, may receive proponent school concurrence, only if the TASS commander determines that time allows.

Meets color vision requirements: Enter only for DMOSQ (reclassification) courses if the course requires a color vision requirement IAW DA Pam 611-21 in the regulation data column and soldier's color vision as per SF 2808 or applicable color vision testing in the soldier data column. If color vision testing was used, a copy must accompany the PEC (e.g. wire test).

Physical demand rating/profile: Enter "Permanent" or "Temporary " in this block if applicable. Enter PULHES data per DA Pam 611-21 (or current published requirements) for all courses/phases. If the soldier has a P2 profile, the DA Form 3349 must accompany the PEC. If a soldier has a P3 or P4 profile, MMRB and/or DA Form 3349 must accompany the PEC (IAW para 3-22c). DA Form 3349 must include Army doctor approved alternative aerobic event for the APFT. Those soldiers possessing a temporary profile may attend training provided the profile does not prohibit full participation and full compliance with course graduation requirements. If completion of an APFT is a course requirement the profile cannot prohibit completion of the three primary APFT events (PU, SU, RN). Reference the institutions ATRRS-SH screen for physical requirements related to the course in question. If questions remain contact the school for clarification prior to attendance approval. Attach profile documentation for enrollment.

Prerequisite phase/course attendance: Enter school code, date of completion, name of the course/phase completed from DA Form 1059 for previous required training only if applicable.

Military and civilian vehicle operator licenses: Enter soldier's current military and civilian vehicle operator licenses when applicable for the course/phase attending IAW ATRRS SH screen. Enter expiration date for military license. Enter license number, state, and expiration date for civilian license. Licenses must be valid through course/phase end date. Soldier must have all licenses in their possession during course/phase attendance.

Part III
Required Documents
Security Clearance: Enter yes if required for course and attach copy to PEC.

Permanent Profile: Attach copy of complete MMRB or DA Form 3349 if applicable.

Temporary Profile: Copy of the DA Form 3349 if applicable.

All required waivers: List each required waiver and attach as applicable.

Other requirements: List each requirement not previously listed above required by the ATRRS SH screen and attach copy of document, if applicable. (i.e. copy of UMR to verify soldier slotted in position requiring training for course/phase).

Other requirements of DA Pam 611-21: List each requirement of DA Pam 611-21 not previously listed and attach copy of document, if applicable.

Soldier attending training must sign and date.
Type/print Commanding Officer's name and date.
Commander or designated signature authority signs. If designated signature authority signs, attach a copy of the written designation memo.

NOTE: Training Institutions are required to verify prerequisites in parts II and III for accreditation evaluation.